1953.

File No. A·E·C/53

Legal Department.

C. **BRANCH**

Subject:—

correspondence relating

to Administrative Enquiry

Committee.

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File No. H·E·C/53

Gen. 194 e.

115-C

Administrative Enquiry Committee's Report.
Recommendations contained in paragraphs 139-140-141-

GOVERNMENT OF BOMBAY.
Political and Services Department,
Resolution No. 3063/46,
Bombay Castle, 10th April 1953.

Read Government Resolutions, Political and Services Department, No. 3063/46, dated the 21st September, 1950.

Resolution:- Government has examined the working of the new system of Filing and Registry in the Development Department, Education Department and the Public Works Department and has come to the conclusion that the new system is more advantageous than the existing system and at the same time it is free from certain defects therein. Government, is, therefore, pleased to direct that the new sytem of Filing and Registry should be brought into force in all Departments of the Secretariat, except the Legal Department and the Civil Supplies Department, by the 1st June, 1953, at the Latest. The existing system in the Passport Office and the Home Department (Special) should however continue. Each Department should, therefore, take necessary steps urgently so as to enable it to implement the new system by the scheduled date or earlier, if possible.

2. The post of Superintendent of Registry wherever it exists should be down graded to that of a Senior Assistant within two months after the date of introduction of the new system in a Department. During the period of two months, after the introduction of the new system, the Superintendent of Registry should be entrusted with the work of giving practical instructions and training to the clerks in the Noting Branches and solving their initial difficulties. The posts of Issue Clerks (as distinguished from Despatch Clerks) or portfolio Clerks should be abolished. The Despatch Section proper and the Confidential section should continue

to function as at present. The existing number of posts of Examiners may also be retained.

3. (i) The Superintendent of Registry if he has been already confirmed in his post, should be transferred to a noting branch provided he is willing and is considered capable of working in such a branch.

(ii) The same course should be adopted in case of a Superintendent and Registry who would have been confiremed in his post by now in a clear vacancy but for the fact that the confirmation has been held up only on account of the impending down grading of the post he is holding.

(iii) In case, a Superintendent of Registry is not himself feeling confident of working in a noting branch or is considered incapable of working in such a branch by the Head of the Department, he should be given the option either to accept the post of Senior Assistant, Registry, or an equivalent or lower post in the Department or to retire.

(iv) If in a Department, the post of Superintendent of Registry itself has not been made Permanent the incumbent of that post should be reverted to the post of Senior Assistant, Registry.

4. As soon as the Preliminary arrangements for the introduction of the new system are finalised, the Registry should be decentralized and should normally consist of only the following staff who should perform the functions mentioned against them:-

<u>One Senior Assistant</u>:- He will be in charge of the Skeleton Registry and will be responsible for the management, supervision and control over that Branch in addition to his similar duties in respect of the Despatch Section.

<u>Two Receipt Clerks</u>:- One will receive direct receipts and the other unofficial receipts. The Receipt Clerk will stamp and date the receipts, assign them running serial numbers in each

series and enter them in the skeleton diaries. They will then pass on the receipts in batches to the respective Branches according to the instructions of the Senior Assistant. 'Immediate' and 'Very Urgent' receipts will be sent to the Branches individually as soon as they are received in the Registry.

Two Record Clerks:- They will be in charge of the closed files of the Department which are not due for being sent to the Secretariat Record Office for deposit. They will be responsible for issuing files to Noting Branches and receiving them for SAFE custody due record being kept of each, transaction in a systematic manner. The Record Clerks will also compile papers relating to files which are common to all Branches and classify all other records according to the A,,B, C, D lists before sending the A and B Class Files to the Record Office for deposit. The Record Clerks will also prepare the annual General Index, Digest of orders and such other miscellaneous duties as xxx are at present being performed by the Registry. One of the Record Clerks will be in charge of the Department Library and perform the usual functions of a librarian (this will be only a part time work).

5. The Department having more than 8 Noting Branches may retain in the skeleton Registry one or two additional clerks for performing the functions detailed in paragraph 4 above in consultation with this Department and the Finance Department. The Clerks surplus to the requirements of the

Registry should be allotted to the noting Branches at the rate of one clerk to each Branch so that there would be two General Duty Clerks in a Branch where there was one and three in a Branch where there were two on the 1st April, 1952. The number of clerks rendered surplus after such realletment should be reported to this Department. If, in case of any Department, the number of clerks to be released by the Registry falls short of the requirements of some of the Noting Branches, the fact should be reported to this Department with full details regarding the strength of the Lower Division in the Department and the allotment of the Lower Division staff to various sections in the Department. This course should be adopted only after fully exploring the feasibility of a rational realletment of Lower Division staff within the Department itself.

6. After the allotement of an additional General Duty Clerk to each Noting Brach, the work of indexing, keeping record of movement of cases, compilation of papers in files and all other routine relating to these functions should be done in the Noting Branch itself. A Noting Branch should retain in its custody, current papers, records and files of the current and preceding year only. The rest of the files should be sent to the Registry for custody after preparing a proper list of such files and obtaining a receipt from that Section.

7. The new File numbering system detailed in the preamble to Government Resolution, Political and Service Department, No. 3063/46, dated the 21st September 1950, should be introduced similtaneously with the decentralization of the Registry. The details of the system are reproduced in the appendix to this Resolution.

8. The Development Department, Education Department and the Public Works Department, which have already introduced the new system as an experimental measure should now review the system in the light of these orders and make such procedurial changes

as may be necessary with a view to bringing the same in conf ormity with these orders. If any extra staff was employed specially for the trial of the system it should be considere in consultation with the Finance Department whether it is absolutely necessary to retain the xxx same any longer.

9. The Superintendents of Noting Branches should be asked to devote sufficient attention to the routine side of the work in their respective Branches and to allot the routi work among the General Duty Clerks in such a manner as would ensure the fulfilment of the purpose of the introduction of the new system. It should be impressed upon the Superinten- dents that they should primarily devote themselves to the performance of their essential functions viz, Supervision an training of Assistans and General Duty Clerks and do origina noting work only to the extent of the time available after performing their essential functions.

By order and in the name of the
Governor of Bombay,
Sd/-
Under secretary to the Government of Bombay
Political and Services Department.

To

The Secretary to the Governor,
The Secretary to the Chief Minister,
Personal Assistants to all Ministers,
Personal Assistants to all Deputy Ministers,
The Accountant General, Bombay,
All Departments of the Secretariat.

Appendix to Government Resolution, Political and Services Department, No. 3063/46, dated the 10th April, 1953.

Extracts pragraphs 4, 5, 6, 7 and 8 of the Report of the Secretary's sub-Committee dated 22nd July 1950.

"4. We endorse the views of the Administrative

"4. We endorse the view of the Administrative Enquiry Committee agreed to by the Assistant Secretaries' Committee that the present system of numbering of files needs improvement. Instead, however, of the Decimal system of numbering recommended by the Administrative Enquiry Committee, we suggest the following system which is based on that followed in the Central Secretariat. Under this system each department would prepare after a systematic classification of subjects, a standard List of "Titles" of files comprising (1) the main head of title and (2) the sub head of title. The classification of subjects would be facilitated by reference to the titles of current files dealt with in each Branch of the Secretariat Departments. The main head of title would be indicated by appropriate letters, for example the main head 'Provincial Co-operative Bank' would be indicated by the letters "P C B ". Under a main head there will be sub-heads each having an appropriate number consisting of two digits from 10 to 99. When the number of sub-heads is likely to exceed 99, a new head should be opened. Thus the title. "Provincial Co-operative Bank' - Constitution of "would be indicated by "P C B 12", "12" being the number of the sub-head "Constitution" under the main head.

5. For each tilte a new file will be opened every year, the file of the previous year being closed as soon as possible, such closure being done in the course of the next succeeding year. The year of file will be indicated by the last two digits in the year, e.g. by "51" in respect of file of the year 1951. Lastly the Branch of the Department will be indicated by a single letter A, B, C, D, etc. . The Complete title would appear as follows:-

"P C B 1251 D "

Under the present system the marking of a filem is represented by the file number followed by the Branch letter with a dash in between, thus "5246/38-C". Here "C" stands for the Branch while the file number is "5246" of the series (1 to 10,000) started in 1938.. In order to avoid dashed, brackets and obligues signs which lead to difficulties in typing and

telegraphic transimission, we suggest that the new file marking should consist of three portions firstly letters representing the main head of title followed by a number the last two digits of which will represent the year of the file while the remaining digits will pepresent the sub-head, followed by the Branch letter.

6. Under this system each Bracnch will have to draw up properly an exhaustive list of titles for files commonly needed by the Branch. The list would be prepared by the Assistant Secretary and approved by the Secretary of the Department. No alterations in or additions to the list should be permitted without the approval of the Secretary of the Department. Under the more important main heads of titles, one number or more may be alletted for indicating a "Gneral" or other sub-heads. The approved list of titles of all Branches should be supplied to the Receipt section, all Superintendents and all officers of the Department.

7. The persent "O" and "P" files would continue as they are but new files should be opened every year. Each Brach will be furnished with a conversion table indicating the number of files in the general Register and its equivalent under the new system. In respect of all "current" files the new marking would be made on the files themselves in addition to their inclusion in the conversion tables.

8. Consistency is essential in the selection of main head and sub-head of titles and it should be remembered that even if they ~~are no~~ are inappropriately chosen, so long as there is consistency in their use, less mischief will be done than if they are in themselves better but inconsistently chosen. A main head may be used along if there is no sub-head under it but a sub-head cannot be used without a main head and it is possible that a main head e.g. "Budget" may be used as a sub-head under another main head e.g. "Police". If a file or an order deals

with more than one subject, two or more complete titles under different heads may be necessary. In such cases, the file should be indexed under the most important head only while against the other head a cross reference, only should be given, i.e. "see ..... " (Mention here the most important head used for indexing the file). This "Government Servants Conduct Rules" may be indexed under "Rules Government Servants Conduct" while a cross reference may be given to the title under:

(1) G-"Government Servants Conduct Rules"

and

(2) C-"Conduct of Government Servants".

In case of questions, Resolutions etc. in the legislature the indexing should be under the main head "Legislative Assembly" or "Legislative Council" followed by "Question" or "Resolution", LAQ or LAR or LCQ or LCR. The sub head being the month and year, followed by the usual "subject" of the Question or Resolution. When a Question or Resolution results in the issue of a general order, the Disposal should be indexed under the General Heqd with a cross reference under the Legislature head. Similarly while personal cases should be indexed under the personal name generally, those cases which contain important discussions on general questions or have a general interest or application should be cross reference under the appropriate sub-head connected with the letter."

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Submitted with pp.

2. Government has examined the working of the new system of Filing and Registry in the Development Department, Educationx Department and the Public Works Department and has come to the conclusion that the new system is more advantageous than the existing system and at the xx same time it is free from certain defects therein. It is therefore directed that the new system of Filing and Registry should be brought into force in all Departments of the Secretariat except the Legal Department and the Civilx Supplies Department by the 1st June 1953 at the latest. The existing system in the Passport office and the Home Department(Special) should however continue. Each Department should, therefore, take necessary steps urgently so as to enable it to implement the new system by the scheduled date or earlier, if possible.

3. No action is necessary on this so far as L.D. is concerned.

4. File in A.E.C./53.

No action is necessary in L.D. on para. 2 of the G.R. as this Deptt. has no Registry branch and for this purpose this Deptt. has been exempted from introducing the new system of filing in the legal Department.

No action is necessary in L.D.

EVY. 26/7.